



## Health and Safety Policy

(including First Aid and Administering of Medication)

Approved	/ /
To be reviewed	/ /
Signed (Chair of Governors)	
Signed (Proprietor)	

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### 1.0 Statement of Intent

Priory Park Community School treats the health, safety and welfare of our pupils, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Department for Education ([Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies \(Feb 2014\)](#)) and the [Health and Safety Executive](#).

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties.

Further information is available from the school office.

### 2.0 Organisation

#### 2.1 Responsibilities of the Proprietors

The proprietors of Priory Park Community School, as the employer, have overall responsibility for the health & safety of their employees and all persons affected by the school's operations.

Specifically, the Proprietors are responsible for:

- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.

- Providing appropriate resources within the school's budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with.

At school level, duties and responsibilities have been assigned to staff as laid out below.

## **2.2 Responsibilities of the Leadership Team**

The Leadership Team, supported by the school office, are responsible for the day-to-day management of health & safety.

Specifically, the Leadership Team are responsible for:

- Ensuring adherence to statutory requirements and school health and safety policies, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Co-operating with the proprietors to enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Reporting to the proprietors any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with school policy.

The Leadership Team may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Leadership Team from the overall day-to-day responsibilities for health and safety within the school.

## **2.3 Responsibilities of the office staff**

The office staff are responsible for supporting the Leadership Team in the day-to-day administration and implementation of the health and safety policy.

Members of the office staff will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Leadership Team, the office staff are specifically responsible for:

- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing the Leadership Team of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the school to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.
- Ensuring that when contracts have been awarded, health and safety is included in specifications and contract conditions, taking account of school policy and procedures.

## 2.4 Responsibilities of all Employees

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Leadership Team for the application of the health and safety procedures and arrangements.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office.
- Report immediately to the school office any shortcomings in the arrangements for health and safety.

- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

### **3.0 Arrangements**

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### **3.1 Risk Assessments**

#### **General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by a member of the office staff, following guidance contained in this policy, and are approved by the Leadership Team.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by the School's activities.

#### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g., staff member or pupil, are held on that person's file and will be undertaken and approved by the Leadership Team and/or the office staff. Such risk assessments will be reviewed on a regular basis by the Leadership Team and/or the office staff.

It is the responsibility of employees to inform the Leadership Team and/or the office staff of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils' parents/carers to inform the Leadership Team and/or the office staff of any medical condition which may require support during school hours.

#### **Curriculum Activity Risk Assessments**

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

### **3.2 Monitoring and Inspection**

A general inspection of the school's premises, equipment and facilities shall be conducted termly by a member of the office staff.

Monitoring inspections of individual departments shall be conducted regularly by department heads or nominated staff.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept in the school office.

The office staff are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g., fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

The Leadership Team are responsible for conducting an annual inspection and reporting findings to the Governing Body, including a report on the performance of health & safety management systems.

### **3.3 Training & Communication**

All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in the school office.

The Leadership Team or the office staff shall ensure refresher training is completed within the prescribed time limits.

The statutory health & safety poster has been completed and is on display in the staff room.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Leadership Team and acted upon if deemed appropriate

## 3.4 First Aid

### Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the school's premises/activities.

### First Aiders

The office staff are the designated staff members responsible for administering first aid. They hold a valid first aid and anaphylaxis training certificate and have completed an administration of medicines e-learning course. They shall keep their certification up to date through regular refresher training.

Other staff members who hold a current first aid and anaphylaxis training certificate and shall keep their certification up to date through regular refresher training include the Leadership Team, teachers and teaching assistants.

### Designated Sick Room

As required by the Education (School Premises) Regulations (1996), the room designated for care of pupils during school hours is located in the School Office. This room contains a first aid kit/running hot and cold water, wash facilities, privacy screen and is adjacent to toilet and wash facilities.

### First Aid Kits

First aid kits are located in the following areas of the school:

- Kitchen (FULL KIT)
- All classrooms (PLASTERS, ANTISEPTIC WIPES ETC)
- School office/Sick room (off site first aid kits and kit items for replenishment use)
- Staff room (FULL KIT)

All first aid kits are clearly identifiable with a first aid sign and available to all staff.

First aid kits are replenished regularly. Supplies are kept in the school office. The office staff are responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

First aid kits contain equipment relevant to their location, e.g., full kit in the kitchen, classroom kit in classrooms, playground kit in playgrounds, 'bumbag kit' and 'coach kit' for off-site activities.

In addition, the School has available "emergency" ventolin and salbutamol inhalers to be used in the event of a pupil or adult requiring aid in the absence of their personal inhaler. A list is also available informing the member of staff in charge as to which "prescription" inhaler the individual has been prescribed.

Each full first aid kit contains the following in sealed packages:

- Waterproof plasters.
- Blue plasters (for kitchen staff).
- Eye pad with bandage.
- Triangular bandages.
- Safety pins.
- Sterile dressings (assorted sizes).
- Moist wipes. (medicated, alcohol free)
- Disposable gloves.

### Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carers and make them aware of the situation.
  - If parents/carers cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the pupil to hospital and stay with them until their parent/carers arrive. The pupil's home message book or information card is to be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor.
- Complete a Medical Incident Form and hand to the school office.

### Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- Infectious diseases posters are displayed in the school office and staff room.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/carers.
  - Emergency contact numbers will be used if the parent/carers cannot be contacted.
  - The pupil and parent's right to confidentiality shall be respected.

- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.
- We expect, and inform, parents/carers to state the reasons for absence in their child's home message book or email to the school office upon returning following illness.

### **Pupil Health Care Plans**

Priory Park Community School recognises that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Leadership Team, office staff or class teacher with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members in the staff room.

### **Medication**

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer (e.g. penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - No Aspirin shall be administered. Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion are located in the school Office.

for our First Aid records.

Records shall be kept by the school office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the school office.

Epipens and inhalers are kept in a clearly marked bag, situated in the School office during class hours and on the playground hook during break times for quick access and under staff charge when child off site.

## **Anaphylaxis**

A list of pupils who may require the use of inhalers and epipens due to susceptibility to anaphylaxis is displayed in the staff room and School office, and kept up-to-date by the office staff.

All staff members have been trained in anaphylaxis awareness and the use of epipens and inhalers by a specialist.

The following procedure regarding anaphylaxis is briefed to all staff members and regularly reviewed during staff meetings:

- Educate susceptible pupils so that during playtimes they know what not to eat or touch.
- The pupil may be unwell if they exhibit the following symptoms:
  - Strange scratching at neck.
  - Strange unformed sentences.
  - Wheezing / gasping for breath.
  - Tongue may be 'tingling'.
- This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parent/carer.
- Administer a second dose if needed after 5 minutes.

## **Diabetes**

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the School office or classroom during School hours, dependent on the child's/adults individual care plan. If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

All contact details and care plan instructions in bag and posted in the staffroom and school office in case of emergency. i.e. hypo situation.

## **Cleaning blood and body fluid spills**

**All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, wearing PPE.**

Clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses). Always follow the manufacturer's instructions. Use disposable paper towels or cloths to clean up blood and body fluid spills and dispose of after use. A spillage kit is available from Reception for bodily fluids like blood, vomit and urine

### 3.5 Accidents

#### Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.

A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The school office shall investigate all accidents, report their findings to the Leadership Team and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the school office and any trends identified reported to the Leadership Team for action.

Completed Accident Books must be kept for a minimum of 3 years.

#### Accident Reporting - HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
- Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

The named RIDDOR person at Priory Park Community School is: Stuart Playford.

## Accidents - Pupils

In addition, the following arrangements are in place should a pupil suffer an accident:

- Parents/carers are informed through the dismissal process, by telephone or email (as applicable).
- Parents will be notified in the event of a major head injury requiring hospital attention or 'one to one' observation.

### 3.6 Fire Safety

See separate Fire Safety policy for details.

### 3.7 Educational Visits

The staff of Priory Park Community School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

#### Planning & Preparation

When planning a school trip, the responsible teacher shall:

- Seek permission from the Leadership Team for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc...
- Lead staff member to complete an off site risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the Leadership Team for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the Educational Visits Coordinator (EVC)
- Ensure that enough adults are attending to help supervise the pupils
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

## Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through EVC, sufficiently in advance of the trip taking place.

- All transport shall be organised by the EVC, using a known and approved transport provider.
- Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged in School office.

## During the Trip

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
- Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

## After the Trip

Once the trip is complete, the responsible teacher shall:

- Consider producing a display of photos and work produced by the pupils.
- Write a short review to be published on the school website or social media account.

## Regular Trips

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc... need only be risk assessed before the first such trip. Risks assessments should be reviewed annually by the office staff or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Additionally, for regular programmed trips taking place during school hours, all parents sign a consent form for local trips on entry to the school, although it is best

practice to provide parents/carers with a programme of trips to keep them informed of their child's location and activities.

Parents will be provided with termly and half termly dates for diary updates or will be emailed to keep them informed about activities planned in the local vicinity of the school.

### **Trips Involving Animal Contact**

Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" and suitable hygiene control measures established, and briefed to pupils and staff.

### **Higher Risk Activities**

Trips involving activities such as trekking, caving, climbing, water sports etc... are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the school office, before the trip takes place.

### **3.8 Insurance**

Priory Park Community School have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in both buildings and are available for inspection by all interested parties.

### **3.9 Smoking**

Priory Park Community School operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.

The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.

At Priory Park Community School we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site, including at all entrances to the school, and anyone found smoking on the premises will be politely asked to leave.

All transport provided or contracted by the school is smoke free and will display compulsory signage as required by the Health Act.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

Staff and the PSHE co-ordinator will ensure smoking related topics are adequately incorporated into class teaching for each Key Stage.

### 3.10 Security

Priory Park Community School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.
- Not permitting any child under the age of 14 from collecting a pupil.
- Ensuring that pupils are handed over personally to the collecting adult.

- Maintaining a list of key-holders, held in the school office. Emergency Keyholders details are registered with the local Police department in case of emergency.
- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

### **3.11 Levels of Supervision**

Priory Park Community School recognises the importance of maintaining suitable levels of supervision for our pupils. The minimum staffing ratios outlined below shall always be adhered to.

The following applies to all areas of the School:

- Pupils will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

### **3.12 Electrical Safety**

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Portable electrical equipment is regularly PAT tested by a competent person and records kept in the school office.

### **3.13 Workplace Temperature**

Priory Park Community School recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

- Areas where there is a lower than normal level of physical activity (e.g. sick rooms): 21°C
- Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C
- Areas where there is a higher than normal level of physical activity (e.g. gyms & drama workshops): 15°C

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

The school office shall ensure that there are thermometers in every room and that regular checks are made of the room temperature.

### 3.14 Over-exposure to the Sun

Priory Park Community School recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
  - Pupils wear sun hats when outside.
  - Pupils are encouraged to drink plenty of water.
  - Pupils are encouraged to sit in shaded areas when outside.
- Pupils are taught about being Sun SMART as part of the PSHE programme of study in the curriculum:
  - Stay in the shade 11am to 3pm.
  - Make sure you never burn.
  - Aim to cover up with a t-shirt, hat and sunglasses.
  - Remember to take extra care with children.
  - Then use factor 15+ sunscreen.

### 3.15 Cleaning

Priory Park Community School recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Routine cleaning does not take place during school hours.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### 3.16 Personal Hygiene

Priory Park Community School recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### 3.17 Kitchen Safety

In addition to Service Level Agreement policies the following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

### 3.18 Vehicles on Site

Vehicular access to the school, via the front car park, is for staff and pre-arranged visitors only. Access to the car park is to be kept clear for emergency vehicles.

Parents/carers must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbours.

When pupils are dismissed via the front door they must be controlled by an adult and return to the pedestrian walkway to exit safely. Parents/carers are regularly

reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.

### **3.19 Slips, Trips and Falls**

Priory Park Community School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
- Steps are safeguarded with non-slip treads and heavy duty edge tape.
- Manhole covers are covered with anti-slip products or marked individually for ease of location in the wet pour covered area.
- Playground surfaces are regularly checked for suitability and state of repair.
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages.
- Yellow "wet floor" safety signs to be positioned when necessary.
- Leaves, ice and snow are removed from outside walkways.
- Employees are trained in the proper use of stepladders and kick stools.

### **3.20 Working at Height**

Priory Park Community School recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- Stepladders and kick stools shall be checked annually by the school office to ensure they are safe to use.
- The office staff shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- Pupils are not to use stepladders or kick stools.
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

### **3.21 Display Screen Equipment**

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by a member of the office staff, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.
- Significant users are entitled to an eyesight test every 2 years by a qualified optician, and corrective glasses if required specifically for display screen equipment use.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

### **3.22 Contractors on Site**

The office staff are responsible for ensuring that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to the school office, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide the school office staff with risk assessments and method statements for the work to be undertaken, which shall be agreed with the school before work commences on site.

The office staff shall liaise with the school's proprietors to ensure that all necessary approvals have been received before major building works commence (e.g. planning permission, CDM compliance etc)

All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have DBS clearance via the school office.

The office staff shall monitor areas where contractors work and keep records of all work completed.

### **3.23 Lone Working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain permission from the school office and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Leadership Team, bursar or office staff.
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

### **3.24 Manual Handling**

Generic risk assessments for regular manual handling operations have been undertaken and are kept in the school office. Staff are provided with information on safe moving and handling techniques as part of their induction.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the school office, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

Paediatric Moving and Handling (Where applicable in the case of individual risk assessments 3.1)

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling pupils is subject to inspection on a 6 monthly basis by a competent contractor.

### **3.25 Staff Well Being**

Priory Park Community School recognises that the mental and physical well being of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Leadership Team any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Leadership Team any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the Leadership Team any incidents relating to staff well being such as violence, intimidation, stress or bullying.

### **3.26 Asbestos**

In accordance with the Control of Asbestos Regulations (2006), Priory Park Community School has made the following arrangements in order to minimise the risks pertaining to any asbestos that may have been used in the construction of the School's premises:

- A member of the office staff is appointed as the Asbestos Authorising Officer.
- A full asbestos survey was conducted in June 2021.
- The asbestos survey and accompanying documents are located in the school office.
- The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.
- All work on the fabric of the building shall be entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of any asbestos containing materials on site shall be conducted by the Asbestos Authorising Officer and recorded in the asbestos log.
- Staff are not allowed to drill into, or affix anything to, walls or ceilings without first obtaining approval from the Asbestos Authorising Officer.

### **3.27 Legionella**

In order to minimise the risks from legionella, and similar waterborne bacteria, Priory Park Community School have made the following arrangements:

- A full water risk assessment was completed for the school in June 2021 and shall be reviewed annually, or following any significant change to the water supply, and related, systems.
- A member of the office staff is responsible for ensuring the following control measures are introduced and regularly conducted.
  - Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
  - Conducting monthly water temperature checks.

- Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis.
  - Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor.
- Any contractors working on the school's water supply, or related systems, must ensure that they have take into consideration measures to minimise the risk from legionella.